

# **Appendix C**

## **EPA Document Request**

**Torrance Refining Company  
EPA Records/Documents Request  
(December 5, 2016)**

**General Procedure**

**Pursuant to EPA's authority set forth in Section 3007(a) of RCRA, 42 U.S.C. 6927(a), facilities subject to RCRA may be required to furnish information necessary for EPA to administer the Act.** During the compliance investigation at Torrance Refining Company (CAD008354052), EPA/DTSC inspectors will be reviewing records kept for your facility. In order to expedite this portion of the investigation, the agencies are providing Torrance Refining Company notification of the records that will likely be reviewed on-site. For most documents, the agencies will review the records on-site and request copies, if needed. In certain cases, document copies will be requested for later view at EPA. During the investigation, the agencies will work with Torrance Refining Company to develop a schedule to review these documents. If any of the documents requested can be claimed as Confidential Business Information per 40 CFR Part 2, Subpart B, please mark the documents in accordance with the Attachment 1.

The documentation/information requested below is not a complete list of the information EPA/DTSC may request during and following the inspection.

**Part 1 - Records/Document Requested**

1. Provide descriptions for all process areas including the following information:
  - a. Simplified process flow diagrams (4 copies)
  - b. Pollution control equipment
  - c. Waste streams produced
2. Management organization chart (including environmental department) (1 copy)
3. Site map of the facility (4 copies)
4. Provide a list of solid/hazardous waste generated on-site by process area, equipment that generates it, and how it is handled (2 copies<sup>1</sup>)
5. Provide all variances and/or exemption from the RCRA requirements along with any related correspondence (2 copies)
6. Provide any current delistings for hazardous wastes generated on-site and related correspondence (2 copies)
7. NPDES discharge permit and associated permit application (most recent version),

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<sup>1</sup> On copy for EPA and a copy to DTSC

including any separate storm water permit (2 copies).

8. Any wastewater pretreatment permit agreements (2 copies)
9. Plans and/or written descriptions of the sewer system (including by-pass capability), monitoring stations, and outfall locations. Include process, sanitary, and stormwater sewers. (2 copies)
10. Description of all wastewater treatment systems, including schematic diagrams and any process changes (12 copies).
11. Provide a current status of RCRA permitted hazardous waste management units on-site; schedule for closure. If there is no RCRA permitted units on site, then provide information related to the units covered under the California Tiered Permitting program (2 copies).
12. Documentation of off-site waste shipments for the past 3 years, including manifests and associated land disposal restriction (LDR) paperwork, bills of lading, recycling certifications (contracts), shipping records, etc. (1 copy each for review on-site)
13. Exception reports for any manifests not received back from the designated facility (last 3 years). (1 copy for review on-site)
14. Latest biennial report (1 copy for review on-site). Include documentation that verifies the submission date.
15. Plot plan showing locations of all less than 90-days accumulation areas and tanks. Also identify locations of all waste generation points and satellite accumulation areas (2 copies).

**Part 2 – Documents likely to be requested by EPA inspectors (schedule to be determined)**

1. Solid waste and hazardous waste determinations, and any waste analysis data used to support these determinations.
2. Documentation of any reportable spills and/or releases of hazardous substances at the facility for the last 3 years.
3. All records for responses to any reportable spills in the last 5 years, including types and quantities of materials spilled, locations, analytical data, and response measures taken.
4. Records of all hazardous waste shipped from an off-site facility for on-site treatment, recycling, or disposal.
5. Waste analysis plan for treating, storing, or disposing of any hazardous wastes.

6. Training plan, and employee training records for hazardous waste handlers, including job titles and descriptions and name of each employee.
7. Contingency plan and documentation for any incidents that required implementation of the plan.
8. Inspection schedules, logs/summaries for all container storage areas and <90 day accumulation areas (last 3 years).
9. Groundwater analyses and reports for any surface impoundment(s), landfill, or land treatment facilities on-site.
10. For each of the facility ponds:
  - a. Regulatory status, including any claimed exemptions
  - b. Description of pond construction
  - c. Description of the dimensions
  - d. Description of pond maintenance activities including scope and frequency of inspections and repair
  - e. Analysis of materials discharged into each pond
  - f. Description of pond operations, such as aeration, skimming, cleaning, water cannons, dredging.
  - g. Analysis of any sludges or wastewater contained in the pond
11. List of units, and supporting documentation, that are subject to applicable 40 CFR 264/265 Subpart AA. This applies to process vents associated with distillation, fractionation; thin-film evaporation, solvent extraction, or air/steam stripping operations that manage hazardous wastes with organic concentrations of at least 10 parts per million by weight (ppmw).
12. List of units, and supporting documentation, that are subject to applicable 40 CFR 264/265 Subpart BB. This applies to equipment that contains or contacts hazardous wastes with organic concentrations of at least 10% by weight.
13. List of units, and supporting documentation, that are subject to applicable 40 CFR 264/265 Subpart CC. This applies to tanks, containers, and surface impoundment that treat, store, or dispose of hazardous waste that contain a volatile organic concentration of more than 500 ppmw.
14. Documentation of ongoing corrective action activities including monitoring reports and workplans.
15. Any enforcement actions currently in effect or issued in the last 5 years (including Notices of Violation (NOVs), consent decrees, orders, and agreements), and all related correspondence and deliverables including monitoring reports under the agreements.

## **Attachment 1**

### **Confidential Information<sup>2</sup>**

The information requested herein must be provided even though Torrance Refining Company may contend that it includes confidential information or trade secrets. Torrance Refining Company may assert a confidentiality claim covering part or all of the information requested, pursuant to Section 3007(b) of RCRA, 42 U.S.C. § 6927(b), and 40 C.F. R. § 2.203(b).

If you make a claim of confidentiality for any of the information Torrance Refining Company provides to EPA, you must prove that claim. For each document or response you claim confidential, you must separately address the following points:

- i. clearly identify the portions of the information alleged to be entitled to confidential treatment;
- ii. ii.. the period of time for which confidential treatment is desired (e.g., until a certain date, until the occurrence of a specific event, or permanently);
- iii. measures taken by you to guard against the undesired disclosure of the information to others;
- iv. the extent to which the information has been disclosed to others, and the precautions taken in connection therewith;
- v. pertinent confidentiality determinations, if any, by EPA or other federal agencies, and a copy of any such determinations or reference to them, if available; and
- vi. whether you assert that disclosure of the information would likely result in substantial harmful effects on your business' competitive position, and if so, what those harmful effects would be, why they should be viewed as substantial, and an explanation of the causal relationship between disclosure and such harmful effects.

To make a confidentiality claim, please stamp, or type, confidential on all confidential responses and any related confidential documents. Confidential portions of otherwise nonconfidential documents should be clearly identified. You should indicate the date, if any, after which the information need no longer be treated as confidential.

All confidentiality claims are subject to EPA verification. It is important that you satisfactorily show that you have taken reasonable measures to protect the confidentiality of the information and that you intend to continue to do so, and that it is not and has not been obtainable by legitimate means without your consent. If no such claim accompanies the information when it is received by EPA, then it may be made available to the public by EPA without further notice to you.

If the EPA determines that the information so designated meets the criteria set forth in 40 C.F.R. § 2.208, the information will be disclosed only to the extent, and by means of the procedures specified in 40 C.F.R. Part 2, Subpart B.

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<sup>2</sup> DTSC has its CBI information claim/management requirements that are separate from EPA's.